

Purchasing and Procurement News

We're here to support the Wesleyan community through expert negotiations and contract management. Need help? Contact us anytime!

- Olga Bookas: obookas@wesleyan.edu | (860) 940-8716
- Catherine Kost: ckost@wesleyan.edu | (860) 685-2131

Workday

- Based on user feedback, check out the new job aid! [Purchase Order Tips and Tricks!](#) Keep the suggestions coming on how we can better assist you. Please email (or Teams message) your ideas to Catherine Kost: ckost@wesleyan.edu.
- All resources for Workday are located at [WesPortal/Workday](#). Here you will find information on job aids, instructor led sessions, drop-in sessions, and much more.
- When purchasing copier paper, remember to use **Cost Center CC1360**.
- Always double-check your shipping address! If it's incorrect, simply cancel the auto-populated address and select the correct one.

Receiving your items

Don't forget to properly receive your items in Workday. [Click here for step-by-step instructions.](#)

Completing this step is critical delays in receiving could result in delayed vendor payments. Thank you for your attention to this!

ProShred 2025

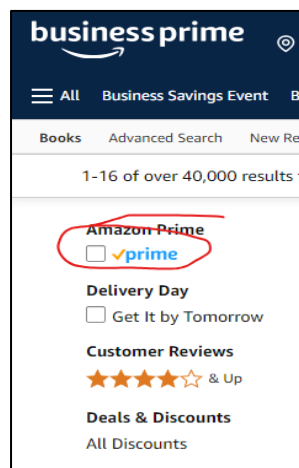
Cleaning out old files? Please see page 2 for the 2025 shredding calendar. If you need any more information, please contact:

Jessica Barry | Branch Manager
PROSHRED® Security | Redishred Capital Corp.™
Office: | Toll-free: 1-877-767-4733 | ext. 2142 | Mobile: 203-584-0220

Amazon

Quick Tip: Filter your search results by selecting "Prime" in the top-left area of the page. Without this filter, you may unknowingly incur steep shipping fees (from 3rd party vendors), as these often appear only on the final invoice—not at checkout! While a pop-up does notify you of non-Prime items, we want to help you avoid any surprises.

For an excellent alternative, consider **WB Mason**. They offer a wide range of products comparable to Amazon's selection with no shipping fees in most cases.



The Finance Office has authority for the Purchasing & Procurement functions for Wesleyan University. We are responsible for managing the procurement tools and processes on a university-wide basis, including negotiations, contracts and legal agreements associated with the acquisition of goods and services that support Wesleyan's educational, research and community support initiatives.

Olga Bookas

Director of Purchasing

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obookas@wesleyan.edu

Click [here](#) to book a meeting.

Catherine Kost

Assoc Director of Purchasing

Phone: (860) 685-2131

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Click [here](#) to book a meeting.

55 High Street
Middletown, CT 06459



Help our environment!
Buy green!



Service Calendar

Proshred Security (NE)

Service Location: Wesleyan University
 110 Mt Vernon St
 110 Mt Vernon St
 Middletown, CT 06457

January 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
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23	24	25	26	27	28	

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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29	30					

July 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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27	28	29	30	31		

August 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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24	25	26	27	28	29	30
31						

September 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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28	29	30				

October 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			